

**NEW YORK CITY DEPARTMENT OF EDUCATION**

**District 28**

**The Green Magnet School for Career Exploration**

ROBERT A. VAN WYCK MIDDLE SCHOOL 217

85-05 144th Street

Briarwood, New York 11435

Telephone: 718-657-1120 Fax: 718-291-3668 http://28q217.nycdoe.org

PATRICK M. BURNS, PRINCIPAL

Edward A. Bolan, A.P. John Greggo, A.P. Raevan M. Askew, I.A.A.P.

Creative Arts and Technology Voluntary House Meeting Minutes

November 16, 2011

Staff in attendance: Ms. Nelson, Mr. Marshall, Ms. Page, Dr. Andrade, Mr. Phillips, Ms. Melendez, Ms. Sapp

1. Teachers presented no behavioral concerns regarding students or classes. Ms. Askew suggested finding more ways to celebrate student success and achievements. Teachers want to be able to nominate students based on their own criteria ie. Most improved, greatest effort. Students will be celebrated on the bulletin board located directly outside of Mr. Paulin’s office. Student committee will be developed to include at least 2 representatives from each grade; they will generate ideas for trips and incentives that are meaningful to students. They will also create a teacher based survey that will answer some of the questions that students would like to know about their teachers. 2 teachers will be featured each month on the same bulletin board with celebrated students.
   1. Some trip ideas presented were: Ice Skating and Laser Bounce.
   2. House trip to see HUGO on November 29 will be discussed in greater detail at mandatory house meeting on Wednesday November 23.
   3. Dr. Andrade needs clarification on which house he attends trips with, since he teaches all students in Creative Arts in Tech but his class and homeroom are on different floor.
2. Parents – Questions, comments or concerns presented. Reviewed protocol and expectations for Parent Teacher Conferences.
3. Teachers – Classrooms are being left in an unorganized manner. Students are writing on desks, garbage left on the floor, and the desks are often left in disarray. This is not only the afterschool group, it is happening mid day.
   1. Bulletin boards are not assigned to just one teacher. Collaboration amongst teachers on floor and teachers that travel to these classes must occur to ensure that bulletin boards are updated monthly.

Respectfully Submitted, R. Askew